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***Communications and Information***

***DEPLOYABLE COMMUNICATIONS  
STANDARDS-COMMUNICATIONS  
INFORMATION PACKAGE STANDARD***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements policy found in Air Force Policy Directive 33-1, *Command, Control, Communications, and Computer (C4) Systems*. This volume provides guidance and procedures for the preparation, publication, and distribution of deployed communications information packages used by customers supported by combat communications units. This instruction applies to all active duty PACAF communications squadrons (CS), air communication squadrons (ACOMS), and combat communication squadrons (CBCS), where applicable. This publication does not apply to Air National Guard (ANG) or United States Air Force Reserve (USAFR) units or members. This volume requires collecting and maintaining information protected by the Privacy Act of 1974. The authorities to collect and maintain the records prescribed in this volume are 10 United States Code (U.S.C.) 8013 and Executive Order 9297. The SSN is used to verify the identity of the individual for research and accountability. Privacy Act State-ments are not required.

**1. General.** This guideline standardizes the communications information package used by deployed communications units. A sample package model, for visual guidance in developing a deployed (tactical) communications information package, is provided IAW para 4.

**2. References:**

- 2.1. AFDIR 37-135, Air Force Address Directory
- 2.2. AFI 33-212, Reporting COMSEC Incidents
- 2.3. AFMAN 37-126, Preparing Official Communications
- 2.4. AFI 33-210, COMSEC User's Requirements
- 2.5. DOD 5200.1-R/AFI 31-401, Information Security Program Management

- 2.6. AFI 33-113, Telecommunications Centers and Data Processing Centers Management
- 2.7. PACAFI 33-150V4, Telephone Directory and Management Standards
- 2.8. AFDIR 33-131, Message Address Directory
- 2.9. AFMAN 171-248 Vol II, SARAH-LITE User's Manual
- 2.10. KAO 193, Guideline for the Use and Ops of TRI-TAC COMSEC Equipment (Available through COMSEC channels.)

**3. Format and Procedures for Publishing a Communications Information Package:**

- 3.1. Format Changes. Submit format changes to this regulation to HQ PACAF/SCMC Suggestions should be general in nature and not address unique requirements for a particular type of deployment.
- 3.2. Field modifications must be approved by the communications element commander of the designated representative.

**4. Communications Information Package.** The basic package should follow the format outlined below: A sample customer information package is located at <http://www.hqpacaf.af.mil/sc/tactical/policy.htm>.

- 4.1. Front Cover
- 4.2. Table of Contents
- 4.3. Operations Security
- 4.4. Radio Operations Facility (ROF)
- 4.5. Message Processing Facility (MPF)
- 4.6. Telephone Operations
  - 4.6.1. AN/TTC-39A(V)4, Automatic Telephone Central
    - 4.6.1.1. Nonsecure Telephones
    - 4.6.1.2. Secure Telephones
  - 4.6.2. Special features of the AN/TTC-39A(V)4
  - 4.6.3. SB-3614A, Automatic Telephone Switchboard
  - 4.6.4. TA-312/TA, Field Telephone Set
- 4.7. Voice Minimize
- 4.8. Complaints on Telephone Operator Service
- 4.9. Telephone Trouble Reporting
- 4.10. Bomb Threat Actions
  - 4.10.1. Utilize standard AF Form 440, Bomb Threat Checklist. This item must be maintained in the deployed forms package.
  - 4.10.2. Deployed communications element must stock sufficient quantities for initial distribution to supported forces

## 4.11. Back Cover

**5. Attachment Letters of Authorization** . Sample letters of authorization for customer(s) review or use should be attached at the end of the customer information package. Sample letters ( **Figure 1.** through **Figure 5.** ) should include, but not be limited to, the following:

- 5.1. Authorization to receipt for TOP SECRET, SPECAT, and LIMDIS messages.

**Figure 1. Sample Authorization to Release/Receipt for TOP SECRET Messages.**

MEMORANDUM FOR DEPLOYED XXX CS MESSAGE PROCESSING FACILITY

FROM: XXX

SUBJECT: Authorization to Release/Receipt for TOP SECRET Messages

1. IAW DOD 5200.1-R/AFI 31-401, the following personnel are authorized to receipt for TOP SECRET messages (after normal duty hours) during the period of Exercise Coronet White 96-07. Security clearances have been verified and they are true and correct as listed.

NAME/RANK

SSAN

CLEARANCE

SIGNATURE

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2. This memorandum supersedes all previous correspondence, same subject.
3. This information is governed by the Privacy Act of 1974.

**(Must be Commanders Signature Block)**

IBE N. CHARGE, Colonel, USAF

Commander

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\* CLASSIFICATION \*

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**Figure 2. Sample Authorization to Receipt for SPECAT Messages**

MEMORANDUM FOR DEPLOYED XXX CS MESSAGE PROCESSING FACILITY

FROM: XXX

SUBJECT: Authorization to Receipt for SPECAT Messages

1. The following personnel are authorized to receipt for SPECAT code word(s) messages  
 \_\_\_\_\_ during the period of Exercise Coronet White 96-07. Security clearances have  
 been verified and are true and correct as listed.

<u>NAME/RANK</u>	<u>SSAN</u>	<u>CLEARANCE</u>	<u>SIGNATURE</u>
			_____
			_____
			_____
			_____

2. The above listed individuals are authorized to receipt for the following SPECAT types.

- a. EXCLUSIVE FOR
- b. Those SPECAT code words specifically designed by message.

3. This memorandum supersedes all previous correspondence, same subject

4. This information is governed by the Privacy Act of 1974.

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Commander

CLASSIFIED BY: (Appropriate Publication(s))

DECLAS: (Proper Instructions)

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\* CLASSIFICATION \*

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***NOTE: ANY CODEWORDS LISTED ON THIS LETTER WILL CAUSE THIS LETTER TO BE CLASSIFIED AT THE SAME CLASSIFICATION AS THE CODEWORDS***

**Figure 3. Sample Authorization to Receipt for LIMDIS Messages.**

MEMORANDUM FOR DEPLOYED XXX CS MESSAGE PROCESSING FACILITY

FROM: XXX

SUBJECT: Authorization to Receipt for LIMDIS Messages

1. The following personnel are authorized to receipt for Limited Distribution (LIMDIS) during the period of Exercise Coronet White 96-07. Security clearances have been verified and are true and correct as listed.

NAME/RANKSSANCLEARANCESIGNATURE


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5.2. TOP SECRET control officer

**Figure 4. Sample TOP SECRET Control Officer.**

MEMORANDUM FOR DEPLOYED XXX CS MESSAGE PROCESSING FACILITY

FROM: XXX

SUBJECT: TOP SECRET Control Officer

1. The following individuals are appointed as the primary and alternate TOP SECRET Control Officers during the period of Exercise Coronet White 96-07. I have verified their security clearances and certify that they may receipt for TOP SECRET messages.

	<u>NAME/RANK</u>	<u>SSAN</u>	<u>CLEARANCE</u>	<u>SIGNATURE</u>
PRIMARY				
ALTERNATE				

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### 5.3. Personnel authorized to pick up messages

**Figure 5. Sample Message Management Memorandum UNCLAS Through SECRET Not Requiring Special Handling.**

MEMORANDUM FOR DEPLOYED XXX CS MESSAGE PROCESSING FACILITY

FROM: XYZ

SUBJECT: Message Management Memorandum UNCLAS Through SECRET Not Requiring Special Handling

1. The following information is submitted IAW AFI 33-113, individuals are authorized to pick up message (unclassified and classified up to and including SECRET during the period of Exercise/Operation \_\_\_\_\_).

Notification Requirements	Duty Hours:	Priority
	After Duty Hours	Immediate

2. The following personnel are authorized to receipt for messages as indicated below.

NAME/RANK

SSAN

CLEARANCE

SIGNATURE

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3. We require (ONE or TWO (circle one)) copies of all unclassified messages and one copy of all classified messages.
4. This memorandum supersedes all previous correspondence, same subject.
5. This information is governed by the Privacy Act of 1974.

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**NOTE TO CUSTOMER:** Due to a limited amount of paper and/or the unavailability of a copier, we may be able to supply only one copy of each message contrary to the above. Prior to the acceptance of this letter at the message processing facility, you will be briefed on this possible copy limitation.

BERNARD K. SKOCH, Colonel, USAF  
Director, Communications and Information